

# ROCKFORD CORPORATION

**JOB TITLE:** Document Control Specialist

**JOB SUMMARY:**

The Document Control Specialist must bring a combination of strong communication and documentation skills to a fast paced engineering environment. The Specialist completes, tracking, logging, updating and version control of technical documents according to engineering standards. Position will include direct interaction with Supply Chain, Engineering and New Product Development group, as well as interface with Marketing Department.

**SUMMARY OF KEY RESPONSIBILITIES:**

- Support engineering, project managers and team leaders.
- Create and modify documents using Microsoft Office Suite and Adobe Acrobat Professional.
- Maintain electronic filing systems.
- Successfully work with internal and external engineering departments.
- Proactively develop improved processes.
- Balance and manage multiple tasks and priorities.
- Review own work for accuracy and work independently with minimal supervision
- Perform general departmental duties including but not limited to: photocopying, report binding, mailing, filing, and upkeep of internal access databases.
- Create / update ECOS and process.
- Assist in updating and maintaining Quality databases.
- Perform these and all other duties.

**QUALIFICATIONS:**

- Remain focused and Productive in a Fast-Paced Environment and have Strong Multitasking skills.
- Strong proficiency in Microsoft Office product suite including Word, Excel, Access, PowerPoint, templates and Outlook.
- Knowledge of, and/or proficiency in Adobe Acrobat/PDF manipulation and Microsoft Teams.
- Strong verbal and written communication skills including a professional and friendly demeanor.
- Excellent typing and grammar skills.
- Reading and understanding engineering documentation and drawings.
- In-depth knowledge of version and revision control of documents.
- Proofreading and/or editing written materials.
- Regular and reliable attendance.
- High school diploma or equivalent.
- 1-3 years of experience in an electro/mechanical engineering environment.
- Oracle, Solidworks and AutoCad experience a plus, but not required.

The above statements are intended to describe the general nature and level of work being performed.

*They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

Applicants should send current resume to [jobs@rockfordcorp.com](mailto:jobs@rockfordcorp.com)